



(Attach REHS business card here)

ROAD MAP FOR OWNERSHIP CHANGE

(Food facilities with no remodeling)

(1) APPLICATION SUBMITTAL

<Application will be rejected at the front counter if missing any documents and fees>

- Completed Santa Clara County Environmental Health **OWNERSHIP CHANGE REQUEST FORM**
- Copy of menu (not required for non-food prep facilities)
- Non-refundable ownership change fee (\$340.00)

(2) APPLICATION REVIEW

District specialist will respond within 10 business days from date of submittal

(3) STRUCTURAL and OPERATIONAL REVIEW

- OWNERSHIP CHANGE SELF-INSPECTION CHECKLIST (reverse)
- ADDITIONAL REQUIRED DOCUMENTS (if applicable)
 - o Food Safety Certificate
 - o Time as a Public Health Control (TPHC) written procedures
 - o Completed Commissary/Approved Facility Agreement Form
 - o Processed Food Registration (PFR) - 800-495-3232
 - o California Dairy Food Administration (CDFA) License - (916) 900-5004
 - o Hazard Assessment of Critical Control Point (HACCP) Plan – (916) 650-6500
 - Reduced Oxygen Packaging (ROP)
 - Live shellfish tanks
 - Acidification

(4) SUBMIT PAPERWORK

- Completed permit application
- Annual Environmental Health permit fee

Any change in operation (i.e. change in menu, change in ownership, change of equipment, or remodel) must have prior written approval by this Department. Plans and specifications may also be required by this Department if this Department determines that they are necessary to assure compliance with the requirements of California Retail Food Code, including, but not limited to, a menu or change in the facility's method of operation. Additional fees may apply. All fees are non-refundable and non-transferrable. Once the complete packet is submitted, the department will respond within 10 (ten) business days. Ownership change request will expire 90 days after submittal.

Inactivate food facilities may be subject to additional plan review which may delay permit issuance.

Office Use only:

SR _____ Date of Submittal: _____ Facility Status: Active Inactive

OWNERSHIP CHANGE SELF-INSPECTION CHECKLIST

Change of ownership inspection is scheduled for:

Date: _____

Time: _____

New owner or a representative must be present during change of ownership inspection. Failure to meet the requirements listed below may result in a delay of permit issuance.

FOOD FACILITY REQUIREMENTS	
	Approved refrigeration capable of maintaining foods at or below 41°F.
	Hot-holding equipment capable of maintaining foods at or above 135°F.
	Adequate supply of hot (120°F minimum) and cold running water of adequate pressure is available at unobstructed and accessible 3 compartment sink, food preparation sink, and janitorial mop sink. Provide access to water heater at time of inspection
	Adequate supply of warm (100°F minimum) and cold running water of adequate pressure is available at unobstructed and accessible handwash sinks. (100°F-108°F for automatic)
	Soap and paper towels in wall-mounted dispensers at all handwash sinks.
	Mechanical ventilation equipment in good operating condition and equipped with approved baffle filters
	Free of vermin infestation (rodents, cockroaches, flies etc.)
	Facility is vermin-proof. (No gaps larger than ¼")
	Accurate thermometers in all refrigeration units and warming ovens.
	Approved probe thermometer that is accurate within +/- 2°F.
	Cutting boards are smooth, easily cleanable and in good repair.
	All equipment is NSF/ANSI certified.
	All equipment shall be in good repair.
	Shatterproof covers/bulbs at all light fixtures.
	Remove all unapproved equipment or equipment that is not used in the operation from premises.
	Approved sanitizer and corresponding test strips
	Restrooms
	Food Safety Certificate

*Note: This document to serve as a guideline and is not all inclusive of California Retail Food Code (CRFC) requirements.